



**MASSACHUSETTS  
TEACHERS'  
RETIREMENT  
BOARD**

---

**Main Office**

**Boston**

69 Canal Street

Boston, MA 02114-2006

**Phone** 617-727-3661

**Fax** 617-727-6797

---

**Western Regional Office**

101 State Street

Springfield, MA 01103-2066

**Phone** 413-784-1711

**Fax** 413-784-1707

**Online** [mass.gov/mtrb](http://mass.gov/mtrb)

---

**Board Members**

David P. Driscoll

*Chairman and  
Commissioner of Education*

Timothy P. Cahill

*State Treasurer*

A. Joseph DeNucci

*State Auditor*

John A. M. Dow, Jr.

George F. McSherry

Linda M. Ruberto

Ellen T. Hargraves

---

Joan Schloss

*Executive Director*

**Re: Purchasing Service Credit: Other Massachusetts Public Service**

Dear Member:

We have received your inquiry about purchasing credit for your prior Massachusetts public employment during which you were *not* a member of a contributory retirement system. This letter describes this type of service credit and the steps that you—and we—must take in order to complete the service purchase process. If you have any questions along the way, please don't hesitate to contact the Member Services Unit in either our Boston or Western Regional Office.

**ABOUT OTHER MASSACHUSETTS PUBLIC SERVICE CREDIT**

- **Prior Massachusetts public service:** If you were employed by a city, state or county governmental unit in Massachusetts prior to entering (or re-entering) active service with the MTRS, you may be eligible to purchase credit for service rendered on at least a half-time basis, even if you were not a member of a contributory retirement system during that time.
- **Maximum time you may purchase:** There is no maximum amount. Prior to your date of retirement, you may purchase credit for all of your eligible Massachusetts public service.
- **Cost:** The cost of purchasing past service is based on what you would have paid in retirement contributions to us during that period (plus interest to date) as if you had been a member of the Massachusetts Teachers' Retirement System.
- **If you are retiring within 6 months:** If you are approaching your retirement date, please notify us so that we may process your request immediately.

**STEPS FOR PURCHASING SERVICE CREDIT**

- 1) **Your prior employer must document your service:** You must provide us with a written statement from your previous employer. This statement must be on the employer's letterhead and indicate:
  - a) the periods during which you were employed (*from month/day/year to month/day/year*);
  - b) whether you were employed on a full-time or part-time basis during these periods (and, if part-time, the percentage of full-time at which you were employed);
  - c) the rate of pay in effect during each period; and,
  - d) the actual salary paid during each period.
- 2) **We must review your employer's statement and determine whether you may be eligible to purchase this service credit:** After we receive the employer's statement from you, we will review the information and determine whether you may be eligible to purchase this service credit. Depending on the position in which you were previously employed, we may need to contact the retirement board having jurisdiction over the position. The other retirement system will inform us as to the amount of creditable service, if any, for which they will accept liability.
- 3) **We will calculate the cost of your service:** After the other retirement system informs us of the period for which it will accept liability, we will calculate how much it will cost you to purchase your service. We will then issue you an invoice.
- 4) **You must pay for your service purchase:** After you receive your invoice, you may pay the amount indicated by the date indicated, or you may decide not to purchase your service at this time and simply file the form for future reference. If you delay your purchase, however, the cost of your service will increase due to added interest charges. Note also that in order to receive credit for your service, you must pay for your service *before* your effective date of retirement.

Sincerely,  
*MTRB Member Services Unit*